



# NASA Procedural Requirements

**NPR 3100.1**

Effective Date: May 07, 1999

Expiration Date: December  
07, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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## **Subject: Management of The Senior Executive Service**

**Responsible Office: Office of Human Capital Management**

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## **Chapter 4: Policy Implementation**

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### **4.1. SES Recruiting and Selection**

Initial appointments will be made on the basis of merit through a competitive selection process. Initial appointments will be normally made at the lowest SES pay level which provides a minimum increase of approximately 6 percent.

### **4.2. SES Performance Appraisal**

NASA's Performance Management Plan for the SES is designed to enhance the achievement of Agency goals by encouraging managerial excellence in individual and organizational performance. It also facilitates a systematic eligibility for performance awards and retention in the SES. The PRB reviews documentation relating to initial ratings, any recommended alterations, and comments prior to recommending final performance ratings. The Administrator considers the recommendations of the PRB and SEC in determining final performance ratings.

### **4.3. Reserved.**

### **4.4. SES Pay**

SES pay levels can be adjusted up (promotion) or down (demotion) no more than once in a 12-month period. Promotions will be made based on demonstrated performance. A decrease must be based on reasons of poor performance or conduct and requires a 15-day written notice if based on performance or a 30-day written notice if based on conduct.

### **4.5. SES Presidential Rank Awards, Bonuses, and Incentive Awards (cash and time-off from duty)**

SES members will be considered for all awards and bonuses for which they are eligible under Federal law and OPM guidelines, and consideration will be based on performance rather than position. The Administrator is the final approval authority for SES Presidential Ranks, bonuses, and cash incentive awards.

### **4.6. SES Executive Development**

NASA will provide an effective program framework and the required resources for the systematic development and continuous professional growth of its senior executives. NASA and its executives share the responsibility for identifying individual development needs and obtaining the training, education, and development experiences to meet them. Pursuant to its responsibility, NASA provides residential in-house executive education, financial, and logistics support for academic executive education programs, and arrangements for developmental work assignments.

### **4.7. SES Ethical Standards**

SES members will maintain and be held to the absolute highest level of ethics. Every member of the SES is entrusted with the senior management and execution of programs established by our national leadership. SES members must attend annual ethics briefings, supplemented with additional training as appropriate. SES members must complete a Public Financial Disclosure Report annually and when entering and leaving the SES.

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